

STANDARD GUIDE FOR AUTHORS

Manuscript

The manuscript should represent the highest standards of research design and scholarly writing.

Manuscripts must conform to one of the following style manuals:

Publication Manual of the American Psychological Association (6th edition, 2010),

The Chicago Manual of Style (15th edition, 2003), or

A Manual for Writers of Term Papers, Theses, and Dissertations (K. L. Turabian, 7th edition, revised by Wayne C. Booth, Gregory Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff, 2007).

Authors may not mix styles within a single manuscript.

Authors should write in clear, readable **English**, limit the use of passive voice, and avoid excess words.

Ethical Considerations

Authors are expected to comply with APA ethical standards (<http://www.apa.org/ethics/code/index.aspx>) and institutional and federal regulations on the treatment of human subjects.

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Authors are expected to comply with APA guidelines for Ethical and Legal Standards in Publishing (Publication Manual of the American Psychological Association (6th edition, 2010, p. 11-16).

Submitting a manuscript indicates that it has not been published previously and is not currently submitted for publication elsewhere, either in its entirety or in part.

Submission of an article based on a doctoral dissertation is permissible.

Public datasets may be used in differing ways for multiple manuscripts, and articles comprising a multi-article type of doctoral dissertation may be published separately.

Manuscript Length

Manuscripts are typically 14-16 pages in length. Font size 12-point. Line spacing - 1.5. Recommended font: Arial (or Helvetica).

Articles longer than 16 pages for which extensive narrative is essential will be considered at the discretion of the editor/editorial committee.

Authors may submit short-form articles (4-10 pages) for research involving new reports related to an ongoing line of research and for replications.

Manuscript preparation

Abstract and Keywords

The first page of the electronic manuscript should contain the following information: (i) the title; (ii) the name(s) and institutional affiliation(s) of the author(s); (iii) an abstract of not more than **100** words. A footnote on that page should give the name, address, and telephone numbers of the corresponding author as well as an e-mail address.

Provide up to **five** keywords/phrases that describe the contents of the manuscript to help readers find your article via online searches. Keywords will be entered as part of the submission process, and also should be included at the bottom of the abstract.

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

Manuscript structure

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Theory/calculation

A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Tables and Figures

Up to three tables and/or figures may be included. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article.

Figure captions

Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Formulae

Displayed formulae should be numbered consecutively throughout the manuscript as (1), (2), etc. against the right-hand margin of the page.

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

Permissions

Authors are responsible for obtaining permission to publish any author-submitted photographs.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

References

Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Web of Science, Scopus, BRISDAT, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Literature references

Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present.

Examples:

Bernard, H.R., McCarty, C., Killworth, P.D., Johnsen, E., Shelley, G.A., 2002. Does global network size matter? Paper presented at the XXII International Sunbelt Social Network Conference, February 13 - 17, 2002, New Orleans, USA.

Borgatti, S.P., Everett, M.G., Freeman, L.C., 2002. Ucinet for Windows: Software for Social Network Analysis. Analytic Technologies, Harvard, MA. Available at: <http://www.analytictech.com/ucinet.htm>.

Granovetter, M., 1982. The strength of weak ties: a network theory revisited. In: Marsden, P.V., Lin, N. (Eds.), *Social Structure and Network Analysis*. Sage, Newbury Park, CA, pp. 105-130.

Pettigrew, T.F., 1998a. Intergroup contact theory. *Annual Review of Psychology* 49, 65-85.

Pettigrew, T.F., 1998b. Reactions toward the new minorities of Western Europe. *Annual Review of Sociology* 24, 77-103.

Robins, G.L., Pattison, P.E., Woolcock, J., 2005. Social networks and small worlds. *American Journal of Sociology* 110, 894-936.

Wasserman, S., Faust, K., 1994. *Social Network Analysis: Methods and Applications*. Cambridge University Press, New York, NY.

Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources

Submission

Please fill in the **Application Form** on our website in section **Submit manuscript**.

Afterwards, attach it on the website and send us your manuscript in electronic form in *Word format*. **Obligatory**, in order to avoid technical inaccuracies, duplicate the sending of your manuscript to our electronic address E-mail: upj.publishing@gmail.com

On receiving, your manuscript will be sent to the responsible Editor for the preliminary examination concerning the possible publication in this journal and selection of reviewers. Manuscripts selected for external reviews will be typically evaluated by two or three reviewers for each manuscript.

The Editor will make every effort to ensure timely reviews and generate an editorial decision typically **within 4 weeks** of manuscript receipt.

Wait for further information:

- In case of positive assessment of the Editor and reviewers, manuscripts will be accepted for publication in this journal.

- Submissions that are deemed not appropriate for publication in this journal will be returned to authors.
- If publication is contingent on a revision, the handling editor will evaluate the reviewers' comments and provide specific guidance on the revision. In general, 1 month will be given to manuscripts that require minor revisions and 3 months for those that require major revisions.

All correspondence, including notification of the Editor's decision and requests for revision, is sent by our contact **E-mail** address: upj.journals@gmail.com

The term for publishing scientific papers is 6 to 9 months.

All articles are published for free.

AFTER ACCEPTANCE

Availability of accepted article

This journal makes articles available online as soon as possible after acceptance. A Digital Object Identifier (DOI) is allocated, thereby making it fully citable and searchable by title, author name(s) and the full text. We will do everything possible to get your article published quickly and accurately.

The corresponding author will, at no cost, receive a customized Share Link providing free access to the final published version of the article. The Share Link can be used for sharing the article via any communication channel, including email and social media.